Seattle Department of Parks and Recreation Capital Planning and Development Division

HIGH POINT COMMUNITY CENTER ADDITION - WC 485

1999 Community Center Levy

Design Program
3 January 2002

I. INTRODUCTION

A. PURPOSE

This design program states High Point Community Center addition project objectives, and the requirements for attaining them. The program describes the project's quantitative and qualitative parameters. The process of refining a draft program is intended to stimulate discussion within the community and Parks and Recreation, and to lead to agreement on the definition of the project objectives.

Once the program is finalized and certified by Parks and Recreation, it becomes the Department's official statement of design objectives, and the scope of design work to be accomplished. If any major change subsequently occurs in the scope, schedule or budget of the project, the design program must be revised and re-certified by the Department.

B. INTENT

- 1. **Project Scope:** The intent of this project is to add sufficient space to the existing High Point Community Center to provide a kitchen and activities spaces that can accommodate after-school care for elementary school-age children, teen activities, classes and cultural activities for adults, senior adults, and community gatherings.
- **2. Funding and Project Completion:** Funding for this project will come from the 1999 City Proposition 1. Proposition 1 provides for \$3,700,000 total project funding for the addition to the High Point Community Center.

II. PROJECT BACKGROUND

A. HISTORY: In 1999, Seattle voters approved a renewal of the 1991 Community Centers and Seattle Center Levy, renewing Seattle Parks and Recreation's commitment to renovate and expand old facilities and provide new centers. The levy totals \$72 million spread over eight years. The nine community center and two neighborhood projects will receive a total of \$36 million from the levy.

- **B.** LOCATION: The project is located in West Seattle at 6920 34th Ave. SW within High Point Playfield and is adjacent to the Seattle Housing Authority (SHA) High Point community. Two options were considered for the additional facilities. The first option was to build a stand-alone building on the SW corner of High Point Playfield. The second option was an addition to the existing facility. A planning-level cost analysis determined the costs were comparable. Since Parks and community representatives preferred an addition, Parks has decided to implement this option.
- C. SITE DESCRIPTION: The site is located at 6920 34th Avenue SW. The community center site is the northwestern portion of the High Point Playfield. The site was initially part of the High Point housing community developed by the Navy in 1942, and subsequently acquired by SHA. The playfield was acquired in 1977 from the Seattle Housing Authority (SHA). The site is irregularly shaped. The total site purchased was approximately 11.016 acres, however, 0.96 acres was leased in 1978 to the Seattle School District for High Point Elementary School. The housing was cleared from the site and playfield improvements were constructed in 1980. The playfield facilities include, baseball, soccer and softball fields, a basketball court, a restroom and maintenance shed, a tennis court, a play area, and a sitting area. The current zoning is Lowrise 1. The site is sloped, and was significantly graded (cut) to provide a level building and parking area for the community center. The building site is constrained by the steep edges resulting from the cut. Expansion of the center is additionally constrained by the location of tennis courts to the south of the building site, and the High Point Middle School and playground, located to the north and east of the community center site.
- **D. USE**: The site currently provides a 9,600 square foot community center and 29 regular and 2ADA parking spaces. An approximately 840 square foot temporary building used as a teen activity center currently occupies 6 parking spaces.
- E. EXISTING CONDITION: The existing community center is 22 years old. The High Point Community Center, is a small center of 9,600 square feet, including a gym, office, a small kitchen, changing rooms, and a small activity and meeting room space. The men's showering area has been converted to kitchen use. A temporary structure has been located in the parking lot to accommodate community center activities for teens.

III. PROJECT ELEMENTS

A. OBJECTIVES: Design, construct and furnish an addition to the High Point Community Center that together with the existing facility, can accommodate a range of activities and the service area described for community centers in the Seattle Parks and Recreation Plan 2000 (Table 2). The following are more specific objectives:

- The addition should have a useful life of at least 40 years.
- The addition should be located and designed to minimize disruption to adjacent playfield facilities and parking.
- The addition should be architecturally compatible with the existing facility.
- The layout and circulation of the addition should provide a rational floor plan that achieves the desired relationships among the existing and new building elements.
- Added spaces should accommodate complementary activities and should not duplicate public spaces planned for the High Point Hope VI redevelopment.
- Coordinate with local service providers including the YMCA and other providers at SHA's High Point community, and Seattle Public Library's proposed new High Point branch.

Additional objectives may be identified as a result of community involvement during the schematic design phase.

B. ELEMENTS

The following community center project elements, when added to High Point Community Center's existing spaces, will provide a full service community center. The list includes the approximate square footage to be provided, intended use of the space, functional relationship to other spaces, and any special requirements.

1. Multipurpose Meeting Space

- a. Provide approximately 2,700 square feet; shall comfortably accommodate any of the uses listed below.
- b. Desired use of proposed space: The multipurpose room provides a total area that, with the use of a moveable partition, can be divided into larger and smaller spaces. The larger space would be used for receptions and small banquets. The smaller spaces could be used for small group meetings and activities. The larger space and the total space also to be used for physical activities, such as dance, aerobics, or children's games.
- c. Relationship to other spaces: the multi purpose room shall be adjacent to the kitchen for food functions and accessible with a pass-through window and door. Restrooms shall be easily accessible from the multipurpose room, but not necessarily adjacent to the space. The main entry to multipurpose space shall require the public to pass or be seen from the reception desk. Storage space for chairs (on dollies) and tables shall be directly adjacent to multipurpose room.
- d. Special requirements: none.

2. Kitchen

The existing kitchen occupies the existing men's locker/shower room. It has a passthrough opening to the gym that allows the gym to be used for gatherings and activities that include serving food. The consultant must determine if this is the best location for the kitchen during design.

- a. Provide approximately 350 square feet.
- b. Desired use of proposed space: Provide opportunities for potluck-type functions, daycare lunches, spaghetti feed type dinners; include counter space and equipment capabilities for heating food and preparation areas to service receptions or banquets of 100-150 people; floor space and counter space for potential cooking classes of up to 8-10 students of varying age groups (youth to senior).
- c. Relationships to other space: The kitchen shall be directly adjacent to multi purpose room with door and pass through window for serving. A separate door from corridor or lobby to kitchen shall be designed to provide independent access from the multi purpose room; exterior access is not a desired relationship due to potential security and vandalism problems, but may be a building code consideration.
- d. Special requirements: Designed as per codes. The kitchens are to be designed with commercial appliances. The Parks Department will specify kitchen equipment.

3. Reception/Lobby (Waiting and Lounge)

- a. Provide approximately 480 square feet. This is in addition to the existing reception area space. Some re-configuration of the existing lobby will likely be necessary.
- b. Desired use of proposed space: The reception area and public counter provides a location to check out materials; monitor the public's coming and going and the lobby/game area. The lobby will be used for waiting and as an informal lounge area. The lobby is the major area for exhibiting of trophies, awards, announcements, or seasonal displays, possibly vending machine area (two machines) and public telephone.
- c. Relationship to other spaces: The lobby is the main access point to the community center and this shall "service" the other spaces. The lobby shall relate well to design, finish, and sequence of main exterior entry. The lobby should have visual sight-lines to all entrances and exits.
- d. Special requirements: No exposed aggregate floors shall be used. Provide drinking fountain in lobby near the access to gymnasium. Provide a coat racks and possibly open shelves for books, etc., near the reception center.

4. Administrative Area

Office Space (1)

- a. Provide one additional office of approximately 180 square feet.
- b. Desired use of proposed space: The space will be the offices for Sr. Recreation Supervisor and Recreation Supervisor. It will accommodate file cabinets; storage of some equipment, supplies, and personal belongings (coats, shoes, gym clothes) of staff.
- c. Relationship to other spaces: Must be in close proximity to reception desk, lobby, public office; must be accessible from public. The office will have good visual access

- to reception and possibly gym or multi purpose room for supervisory purposes during times of limited staff on duty.
- d. Special requirements: The Supervisors must be able to see the front desk, but still be able to maintain privacy in their office to conduct business, small staff meetings or address personnel issues.

Other Office Area

- a. Provide 300 feet of general staff office area.
- b. Desired use of proposed space: Activities will include administrative functions, as well as occasional job interviews and small staff meetings for program development, etc. One office should accommodate roving recreation staff and the center coordinator or assistant coordinator.
- c. Relationships: The additional office should be near the existing reception. It should offer visual control of primary public areas, activity rooms if possible, and circulation of the Center. Views to exterior desirable. The Community Center Coordinator office should be locate somewhat away from reception and staff offices
- d. Special requirements: None.

5. Activity Rooms

These rooms should be as flexible as possible. For this reason, storage is located in each of the rooms for different activities. Every activity room must have a counter and sink. Arts and Crafts Room

- a. Provide approximately 550 square feet of arts and craft space.
- b. Desired use of proposed space: Accommodates arts and crafts such as: knitting, weaving, sketching, crafts projects, needlework, beadwork, painting, carving, art projects, sculpture and assemblage, and basket making. The room should accommodate meetings of up to 25 people in lecture format, or workshop format (at tables).
- c. Relationship to other spaces: This room should be close to other activity rooms, and be visible from the reception area.
- d. Special requirements: Closet with 50 LF of 2' drip shelving to store paper, paint, pens, pipe cleaners, butcher paper, mop and misc. supplies.

Fitness Room

- a. Provide approximately 550 square feet for a fitness room.
- b. Desired use of proposed space: This room will be more than a weight room: Fitness implies a wide array of activities and objectives. Stationary machines, stretching pads, and wall-mounted bars, in addition to weights, provide a broad range of stretching, aerobic, and non-aerobic exercises.
- c. Relationships to other spaces: Adjacency to public restrooms is important. Space should be visible from reception desk for monitoring of users. Adjacency to the gym is desirable, as is accessibility from both gym and circulation

d. Special Requirements: Sound insulation is critical, especially if near or adjacent to a room used for meetings. Provide 6' wide opening for equipment access.

Game Room

- a. Provide approximately 700 square feet for a game room.
- b. Desired use of the proposed space: The game room may accommodate games that require permanent set up including pool, table tennis, and electronic games. Other activities such as board games also occur. If regulation clearances are used for one pool table, one table tennis table and 6 electronic games 1,125 square feet are required. If clearances are reduced to casual play requirements 650 square feet are required.
- c. Relationships: As young people will be the primary users of this space the game room door and interior must be visible from the reception area for control over activities. There is potential for vandalism of coin-operated machines. It will typically be noisy. Connections to public spaces should consider those uses and the noise impact.
- d. Special Requirements: Provide rough-in for big screen TV and cable TV, location will be approved by DPR. A light is required above the pool table, and more general lighting for table tennis. Lighting should not create glare for electronic games. Electrical outlets as required for electronic games. The walls must have sound attenuation provided. A storage closet of approximately 50-sq. ft. for play equipment, board games, foldable tables and stacking chairs, and miscellaneous games is required.

Child Care Room

- a. Provide approximately 945 square feet for a child care room. (This size will serve 26 children @ 35 sf/child.)
- b. Desired use of the proposed space: The most frequent use of this room will be for childcare. Parents will watch their children while other parents are using the center. This will probably occur in the late mornings, afternoons, and early evenings. Other rooms, such as the multi-purpose room, may be used for childcare when the number of children or the situation warrants. The room will also be used for meetings of up to 49 people.
- c. Relationships: Close to reception area and toilet rooms
- d. Special Requirements: Electrical for overhead projector (in floor), Carpet appropriate for children (anti-microbial, etc.), Low cabinets, counters, sink, designed for use by children, full height storage cabinets, space to accommodate a workstation with a desk.

Library and Computer Room

- a. Provide approximately 400 square feet for a computer room/library.
- b. Desired use of the proposed space: This room will have shelves for reference volumes and current class books to assist in homework. There will also be computers

- for instructional use and public use. A table will accommodate tutoring and small meetings.
- c. Relationships: The room must be directly visible from front desk. This room needs appropriate adjacencies to maintain a quiet environment.
- d. Special Requirements: Electrical outlet for overhead projector (in floor), Anti-static carpet, telephone jack for computer modem, Surge protected circuits for computers. HVAC must be zoned to separately handle cooling loads generated by computers in this room.

Teen Activies Room

- a. Provide approximately 550 square feet of adaptable space. This space will be used for teen programs during the period between completion of the High Point Community Center Addition and completion of the South Teen Life Center at Southwest Community Center in 2005.
- b. The space should be designed for a variety of activities and uses, not exclusively teen activities. Activities may include quiet game playing, reading, writing, drawing, and video viewing.
- c. Relationships: The room should open onto the Game Room and yet provide good acoustic separation for quiet activities.
- d. Special Requirements: Counter and sink; storage for games and supplies; minimum 6'

 O" opening plus relites to Game Room, and a possible connection to the Kitchen.

 Electrical outlets and data ports for laptop computer use should be provided on all walls.

7. Restrooms and Showers

The men's shower room is currently being used as a kitchen space and the women's shower room is being used for storage. These may be reconfigured to offer changing room space with an accessible, key-lock shower for each side. There will be at least 2 key-lock showers provided in the completed building. New restrooms, and possibly new showers are planned for the addition as well. These shall be designed to the following requirements:

- a. Provide two restrooms totaling 309 square feet to complement existing toilet/shower facilities.
- b. Relationship to other spaces: Restrooms should be in close proximity to custodial storage.
- c. Special requirements: The restroom shall meet all handicapped accessibility codes. The quantity of fixtures shall be provided per code; Parks prefers American Standard porcelain fixtures and Simmons tempering valves on showers; all fixtures to be designed for maximum water conservation. No wood or plaster board is to be used in walls, only concrete block or cast-in-place concrete with ceramic tile finish. Painted concrete floor finish or exposed aggregate flooring are not acceptable.

8. Halls, Walls and Service Areas

Provide sufficient internal circulation space for access to each of the various programmed areas in the center. Walls, halls and service areas account for approximately 16% of net assigned area.

SUMMARY OF SITE SPACE ALLOCATION

Space	Square Feet	
1. Multi-Purpose Room (Note 1)	2,700	
2. Kitchen	350	
3. Lobby:	480	
4. Administrative Area:		
Private Offices (1 @ 180)	180	
Other Office Area	300	
5. Activity Rooms (Note 1)		
Arts and Crafts	550	
Fitness	550	
Game Room	700	
Teen Activities Room	550	
Computer/Library	400	
Child Care	945	
7. Restrooms and Showers (2 @ 185)	390	
Total Assigned Area	8095	
8. Walls, Halls, & Service Areas (16%)) 1295	
Total Gross Area	9390	

Note 1: Storage associated with each space is included in the areas shown here.

Total Programmed Area

The final program area of the addition will total nearly 9,400 square feet; this is an estimate of gross building area, exclusive of parking.

IV. DESIGN CONSIDERATIONS

The Park Department's standard specifications and details should be used where appropriate. The project must conform to the standards detailed in Parks' I nitiative For Sustainable Design, dated 10 September 2001, in the designers' efforts to attain a LEED "Silver" rating for the building addition.

A. The building additions should be designated for a useful life of 40 years.

- B. The site around the existing building constrains design option. There are tennis courts to the southwest and parking to the east. Designs may need to consider two-story solutions, although an elevator represents additional maintenance expenses.
- C. Spaces in the building shall be designed with the flexibility of multiple use or easily adaptive use for the future in mind.
- D. The building and spaces shall be designed for maximum energy efficiency. The existing building incorporates a solar wall on the south elevation. Designs should consider preserving and/or enhancing this unique feature as part of the effort to meet the City of Seattle's goals for sustainable design in all Capital Improvement Projects.
- E. The building's systems and components shall be designed or selected to be compatible with existing systems and the skills and preferences of the Facilities Maintenance staff and Custodial staff.
- F. The building and all site improvements shall be handicapped accessible as per codes.
- G. Improvements to the building's--and especially the entry's--visibility shall be considered in the planning of the building addition. Good visibility from the street is desired to promote the community's sense of ownership of the facility and to deter vandalism, graffiti, and other security problems.
- H. The facility's parking shall be maximized through development of either on-street parking capacity (possibly angled in a deepened curb cut), or additional parking spaces on-site. Parking requirements of the Seattle Zoning Code shall be met.

V. BUDGET

The total budget for this project is \$3.7 M. The construction budget is approximately \$2.1 M.

VI. PUBLIC INVOLVEMENT REVIEW PROCESS

See the High Point Community Center Public I nvolvement Plan for a detailed description of planned public involvement activities and strategies.

VII. COORDINATION - The Seattle Housing Authority has been awarded a \$35 million HOPE VI grant to redevelop the High Point garden community in West Seattle. HOPE VI is a competitive grant program funded by the U.S. Department of Housing and Urban Development to rebuild severely distressed public housing and to achieve certain goals:

- Connect low-income families to the broader community.
- Replace worn-out low-income housing with mixed-income communities.
- Give low-income people the tools they need to take charge of their own lives.

In May 2000, High Point had 716 occupied units, with 2,094 residents. The proposed redevelopment plan would create 1,600 units, of which half would be market rate.

- **VIII. PROJECT IMPACTS** The project construction will impact High Point Community Center users and adjacent residents. Construction may also require suspending some community center activities and programs.
- **IX. PERMITS** Development will require completion of a SEPA checklist, MUP and various building permits.
- X. COMPLIANCE & STANDARDS The project will be designed to comply with Parks and Recreation standards. Any deviations from standards will be brought before appropriate project review committees.
- XI PROPERTY ISSUES The site is constrained by surrounding uses and grades.

Design Program Approved by Core: August 14, 2001
PIP Approved by Steering: August 27, 2001
Design Program Certification: January 29, 2002

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